

# STAFFORD COUNTY SCHOOL BOARD

## Agenda Consideration

**TOPIC:** FY 2005 First Financial Review

**ITEM NO.:** 13C

**PREPARED BY:** H. Charles Woodruff, II  
Assistant Superintendent  
of Financial Services

**MEETING:** December 14, 2004  
**ACTION DATE:** December 14, 2004

Patty Sullivan, Director of Budgeting and Grants

Jill Hubbard, Director of Finance and Accounting

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**ACTION REQUESTED BY THE SUPERINTENDENT:** That the School Board approve the FY 2005 First Financial Review.

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### KEY POINTS:

#### School Operating Fund

- Revenue: There are no significant changes in revenue projections to report at this time.
- Expenditures: Projected expenditure savings result in \$830,112 in available funds for FY 2005. The recommended use of available funds includes \$456,728 to be returned to the county's fund balance. Combined with the \$1.9 million returned at year-end FY 2004, this completely fulfills the Board of Supervisor's request for the school division to return \$2.4 million in identified expenditure savings to the county. Other recommended uses of the available funds are delineated in Attachment A.

#### Fleet Services

- There are no significant changes in projections to report at this time.

#### School Construction Fund

- There are no significant changes in projections to report at this time.

#### School Health Benefits Fund

- There are no significant changes in projections to report at this time.

#### School Nutrition Fund

- There are no significant changes in projections to report at this time.

**SCHOOL BOARD GOAL 4:** Address the impact of continuing population growth by developing plans to address expanding staff, facilities, transportation, attendance zones, and instruction.

**SCHOOL BOARD GOAL 8:** Provide School Board leadership in advocating for adequate funding in support of Stafford County Public Schools.

**FUNDING SOURCE:** Existing allocations (does not require additional local funds).

**AUTHORIZATION REFERENCE:**

# FY 2005 First Annual Financial Review

## School Operating Fund

### Revenue Projections as of October 15, 2004:

Although, State revenue projections are now reduced to reflect the adjusted daily membership of 25,603--down from the original 25,753--increases in other funding sources at this time offset this reduction in State funding. Due to these projections there is no significant change in the overall revenue projection to report at this time.

### Expenditure Savings as of October 15, 2004: \$ 830,112

Projected savings in expenditures are due to salary lapse and matching benefits which are attributed to positions that remain unfilled and those filled at less than a full year.

Following are the requests for the use of these funds.

### Transfer to the County \$ 456,728

During the FY 2005 budget process the Board of Supervisors requested \$2.4 million be returned to the county's fund balance funds identified as expenditure savings by the school division. At year-end FY 2004, \$1.9 million was transferred back to the county's fund balance. This completes the obligation to the county.

### New Positions \$ 153,210

#### 1 ) *ESL Teachers (2 FTEs)* \$ 64,500

Currently, the school division employs nine (9) ESL teachers for 440 LEP students for a pupil/teacher ratio of 49:1. Two additional ESL teachers will reduce the ratio to 40:1.

#### 2 ) *Middle School Administrative Assistants (1 FTE/2 positions)* \$ 35,910

Due to the student populations at A.G. Wright and Drew Middle Schools nearing 1,000 there is a need for administrative assistance at each school.

#### 3 ) *Educational (Hearing) Interpreter (.5 FTE)* \$ 22,000

An additional .5 educational (hearing) interpreter is required to provide the necessary services required by IEP to hearing-impaired students at Colonial Forge High School.

#### 4 ) *Research Analyst (.5 FTE)* \$ -

Currently, numerous projects are underway in the Department of Financial Services. To save money, increase revenue, improve services, and reduce work in the schools. They include:

- ~ Sole Source Beverage/Vending
- ~ Performance Engineering
- ~ Reprographics
- ~ Adopt-A-Classroom
- ~ Child Care
- ~ Communications' Audit
- ~ Shared Services

No staff has been added to handle the workload associated with these initiatives. The savings and additional revenue will more than offset the cost of the recommended research analyst, therefore, no additional funding is required.

Additional projects that could be undertaken with the proper staffing are:

- ~ E-Payroll
- ~ E-Rate Review

# FY 2005 First Annual Financial Review

## School Operating Fund

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**5 ) Mountain View High School Assistant Principal (.2 FTE)** \$ 22,500

The increase in the budgeted .3 FTE is required now so this Assistant Principal can be involved in the decision-making process involving instructional programming at Mountain View High School and to work closely with the International Baccalaureate Organization to facilitate the selection of teachers during the interview process. This position will also work with the North Stafford and Colonial Forge High School counseling departments to ensure proper student scheduling.

**6 ) Bus Monitor (.5 FTE)** \$ 5,300

To accommodate the needs of the school division another full-time position is required due an increase in the number of special needs' bus routes which includes Head Start students. Federal regulations mandate that Head Start students be restrained thus the need for these students to ride buses with monitors.

**7 ) Office Assistant (.17 FTE)** \$ 3,000

At present the operations and maintenance department is not supported by a secretarial position. This modest increase will provide much needed clerical assistance, particularly as related to work order intake and tracking.

<b>Position Upgrades</b>	<b>\$ 69,950</b>
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**1 ) Market Analysis - Upgrade/Reclassification Reserve** \$ 50,000

To provide \$50,000 in funding to upgrade/reclass positions as appropriate for job duties. All upgrades and reclassifications will be by recommendation of the Upgrade Committee and approval of the Superintendent.

**2 ) Community Involvement Specialist** \$ 19,950

To provide the Community Involvement Specialist compensation appropriate to the position's job duties and to increase contract to 11 months. The position of transition facilitator was not filled to accommodate this upgrade.

<b>Miscellaneous</b>	<b>\$ 150,224</b>
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**1 ) Furniture for Relocation of Professional Development staff** \$ 16,030

Additional staffing in the Human Resources Department necessitated the relocation of the Professional Development Coordinator and staff to the Professional Development Center. A room in the PDC is in the process of being reconfigured into three offices. The design includes sound proof walls for confidential conferencing, doors, partial glass exterior walls, office furniture, and a copier.

**2 ) Fire/Safety Systems' Vendor Change** \$ 30,000

Due to the less than satisfactory service provided by the past fire/safety systems' vendor, a new vendor that can provide the monitoring and inspection of the systems is required. To restore funds to the emergency contingency account.

**3 ) Emergency Breaker for Stafford Elementary** \$ 11,396

Before Stafford Elementary could open for the current school year the main 2,000 amp breaker had to be repaired and a 250 amp branch breaker had to be replaced. To restore funds borrowed from an operations and maintenance account.

## FY 2005 First Annual Financial Review

### School Operating Fund

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**4 ) *Hartwood Elementary Technology Infrastructure*** **\$ 24,728**

Due to numerous renovations and changes to the building, Hartwood Elementary School's network infrastructure must be replaced to accommodate the replacement of nearly all the school's inventory of computers.

**5 ) *Middle School English Lead Teachers*** **\$ 6,000**

To provide funding for Middle School English Lead Teacher supplements comparable to the mathematics, science, and social studies Lead Teacher supplements included in the FY 2005 budget.

**6 ) *Water Supply Study for Hartwood Elementary*** **\$ 21,830**

To provide funding for a Water Supply and Distribution Study for Hartwood Elementary School. To restore funds to the construction reserve account.

**7 ) *Mailing of Direct Deposit Notices*** **\$ 7,500**

In an effort to "work smarter and not harder" and in response to employees' requests, effective March 1, 2005 direct deposit notices will be mailed to employees' home addresses. This does not change the pay dates.

**8 ) *Mileage Rate Reimbursement Per Mile Increase*** **\$ 29,905**

To provide an increase in the mileage reimbursement rate from 32.5 cents per mile to the Federal reimbursement rate of 37.5 cents per mile.

**9 ) *Hourly Courier Funds*** **\$ 2,835**

The present courier is unable to complete all assigned stops within a 7.5 hour day thus hourly funding to provide 12 more hours of service per week is required.

<b><i>School Operating Total</i></b>	<b>\$ <u>830,112</u></b>
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